

General Services Division Safety Program and Policy Manual

Safety Committee
Approval Date: 6/1/2001
Guidance Team
Approval Date: 10/11/01

SUBJECT: **Reporting Occupational Injuries
or Illnesses and Property Damage**
NUMBER: 01-0108
POLICY DATE: 10/11/01 (Revised 9/1/06)

Purpose

The purpose of this policy is to establish a standard procedure for preparation, routing, investigation and recording data of occupational injuries or illnesses as required by the Occupational Safety and Health act; in addition, accidents or near miss accidents involving visitors or where damage or potential damage to State Property was involved.

Policy

All work-related accidents arising out of and in the course of employment at the General Services Division and any accidents occurring in or on the premises of buildings owned or managed by the South Carolina Budget & Control Board must be reported to General Services, Safety.

Scope and Application

An injury or illness is classified as work-related only if it arises out of and in the course of employment. Specific reporting requirements are mandated under the South Carolina Workers' Compensation Law and the Occupational Safety and Health Act. Questions about whether an injury or illness is work-related or reportable should be directed to General Services, Safety.-

A "near miss" accident is an incident that *could have caused injury or damage to property*. A near miss does not necessarily result in injury or illness but measures to prevent future like incidents are considered or implemented if necessary. The Safety Committee will review all accidents and incidents for trends, propose corrective measures, and follow up on any implementation actions. Accident prevention will be the primary emphasis instead of reactionary measures to help prevent actual injuries and illnesses.

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Procedures

Reporting

1. Employees must report all incidents immediately to their supervisor, regardless of the severity. On-the-job injury or illness (accident) reporting includes both GS employees and non-GS personnel, and vehicle accidents.
2. When an employee receives an on-the-job injury or illness and requires medical treatment, the Supervisor and/or Team Leader is to notify Safety. The initial report can be by telephone.
3. Supervisors and/or Team Leaders are to complete an Accident Report and notify Safety and the Workers Compensation offices. An electronic fill-in-the-blank form is available on the Safety web page under the link, *Report an Accident* (<http://www.ogs.state.sc.us/business/safety/GS-safety-accident-report.phtm>), for simultaneously reporting an accident to both offices.
4. Using the definition of "Near Miss Accidents" as stated above, employees should report near misses to their Supervisor, Team Leader, or Safety. Employees are encouraged to report any safety concerns to Safety by any means, i.e., telephone, Email, or in writing. Employees should report all injuries or illnesses occurring on the job regardless if there is medical treatment or not.

Medical Treatment

1. If any person suffers a serious injury such as loss of consciousness, severe bleeding, breathing problems or other trauma, CALL 911 immediately. Emergency Responders will transport the injured person to the nearest hospital emergency room as directed.
2. Employees with an occupational injury or illness should refer to the Workers' Compensation Policy in the Human Resources Policies, Section 3.07.1, for additional information.

Investigation

1. Supervisors and / or Team Leaders shall report to Safety all available information at the time of the incident.
2. Teams should investigate all accidents to determine the root cause(s) (information on how to conduct an accident investigation is available from Safety).
3. Safety will conduct follow-up investigations to determine additional cause and prevention factors and medical follow-up information relative to Workers' Compensation claims or other potential claims.
4. Safety and each team should regularly review summaries of accidents and make recommendations and changes as needed.